

WasteNet

Summer 2003



newsletter

Commercial Solid Waste and Recycling News

Mini Waste Bins: Changing the Way People Handle Their Garbage

Much of the waste (e.g. paper, cans and bottles, cardboard) that employees generate in an office setting is recyclable and can be collected in a business recycling program. With so little left for deskside garbage bins, why continue to use the same old garbage collection system? *Join other businesses (the City of Sunnyvale did!) and switch to a mini waste bin program.*

Mini Waste Bin Program Benefits

Mini waste bin programs offer a unique way to reduce waste by encouraging people to think more about what they are throwing away and about what should be recycled.



Midpoint International, "Mini Bin"



Rubbermaid, "Saddle Basket"™ Recycling Bin



Safco, "Paper Pitch"



RecyCal's "Hanging Waste Basket"

Benefits can include:

- Increased awareness of recyclable items and waste reduction
- Reduced garbage generated and garbage collection fees
- Reduced janitorial time and associated fees (e.g. liners, labor costs)

Getting Your Mini Waste Bin Program Started

- Educate employees about what should be recycled and plans for changes in the garbage system
- Remove current deskside garbage containers and replace them with a mini waste bin
- Place centralized garbage containers and have employees empty their own garbage into these containers or keep the current system where janitorial staff empties each deskside garbage bin
- Monitor the effectiveness of the program and address employee questions and suggestions

Ongoing economic savings associated with a mini bin program may easily cover the cost of new mini bins or recycling containers. If your business doesn't already have a recycling program in place, start one when implementing a mini bin program by converting old trash bins into labeled recycling containers. Making employees responsible for their trash is a key to program success.

More Information

www.ciwmb.ca.gov/LGLibrary/Innovations/MiniBins/Program.htm

Do the Right Thing with Hazardous Waste

Does your business have fluorescent tubes, solvents, paints, acids, motor oil, batteries or other hazardous wastes for disposal? It is a violation of state and federal law to dispose of hazardous wastes in your garbage dumpster, down the sanitary sewer or storm drain, or on the ground. If disposed of improperly, these items pose a danger to members of the community and wildlife by polluting our land, water, and air. Just one gallon of motor oil can pollute 1,000,000 gallons of water!*

In order to prevent the generation of hazardous waste in the first place, your business should try to eliminate the use of toxic products and use a non-toxic or the least toxic alternative to products

that are necessary for business operations. If your business still has hazardous wastes, safe and convenient disposal options are available:

Businesses with less than 220 lbs. or 27 gallons of hazardous waste/month

- Make an appointment to drop off waste by calling the Santa Clara County Hazardous Waste Recycling & Disposal Program (fee for service)

Businesses with more than 220 lbs. or 27 gallons of hazardous waste/month

- Call the County to request a list of private hazardous waste haulers

Remember to follow local, state, and federal regulations and properly dispose of your hazardous waste—it's better for your business and the environment!

Santa Clara County Hazardous Waste Recycling & Disposal Program:
www.hhw.org (408) 299-7300
staff@hhw.org

*Source: California Integrated Waste Management Board, www.ciwmb.ca.gov/UsedOil/Facts.htm

Do you think your business has an exemplary waste reduction and recycling program? Let us know! Your business could be highlighted in the next edition of WasteNet.

Calendar of Events

Business

Hazardous Waste Drop-off Events

Aug. 15th • Sept. 19th • Oct. 17th

Businesses may participate by appointment only.

Visit www.hhw.org or call (408) 299-7300 for more information.

Reduce Unwanted Business Mail

Dealing with unwanted mail is a drain on the time and resources of your business. This includes mail that employees don't want, duplicate mailings, and mailings to employees who are no longer there. Recycling this unwanted mail is good, but it still results in environmental and organizational costs. *The best option is to **REDUCE** your junk mail at work.*

Solid Waste and Recycling Resources

Commercial Recycling Program

Business waste reduction, recycling, reuse, and buying recycled assistance — (408) 730-7484
www.ci.sunnyvale.ca.us/recycle/commercial.htm
jbenabente@ci.sunnyvale.ca.us

Revenue Division

Commercial garbage service start/stop & billing questions — (408) 730-7681

Santa Clara County Hazardous Waste Recycling & Disposal Program

Hazardous waste drop off appointments & information — (408) 299-7300 www.hhw.org

SMaRT Station® (301 Carl Rd, SV)

Disposal/recycling drop-off center; 7 days a week, 8am-5pm — (408) 752-8530
www.ci.sunnyvale.ca.us/recycle/smart-rec.htm

Specialty Solid Waste & Recycling

Commercial cardboard recycling service start/stop — (408) 565-9900

WasteNet

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WasteNet is available online at
www.ci.sunnyvale.ca.us/recycle/commercial.htm

Reducing Junk Mail AFTER It's Received

Try this easy 3-step solution:

STEP 1 — Look through the unwanted letter, catalog, periodical, etc. for a fax number. If there's not a fax number, there is probably a phone number and a quick phone call can get you the fax number.

STEP 2 — Tear the page with your address label from the publication or use the envelope in which the mail was received.

STEP 3 — Write, stamp or place a Post-it with "REMOVE FROM MAILING LIST" above the address label and fax it off to the company.

Get off two major business mailing lists:

- **Dun and Bradstreet** – Call (800) 333-0505 to request removal from their marketing directories, publications and/or mailing lists.
- **InfoUSA** – Call (800) 321-0869 to request removal from their mailing lists

Hot Tip! Employees can send unwanted mail to a designated junk mail point person who would make sure that names are removed from mailing lists.

Reducing Junk Mail BEFORE It Starts

- Visit www.ecologicalmail.org to sign up for a free service to stop mail to former employees
- Subscribe electronically to newsletters, magazines, and newspapers
- Place standard language such as

"Do not add this name or address to mailing lists, or share, sell or trade this name or address with others" on purchase orders

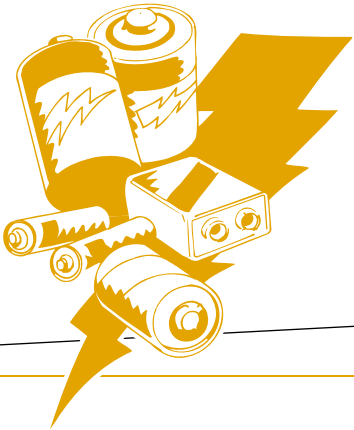
- Use your name, phone and e-mail, but no address when registering for conferences, workshops, etc.
- Be discriminating when giving out your business card to vendors
- Screen callers asking for company contact information to avoid being placed on mailing lists

With a little effort, your business can be junk mail free!

Business Bulletin

Recycling Those Rechargeable Batteries

The Rechargeable Battery Recycling Corporation (RBRC)'s new Charge Up to Recycle!® program is available for businesses that want to recycle rechargeable batteries — such as those from cell phones, laptops, or other cordless equipment. Visit www.rbrc.org for details.



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